

Annexation, Development Plan &/or Plat

Project:

Pre-Application Meeting Date:

Applicant(s) in Attendance:

Town Staff in Attendance:

<i>Required</i>	<i>Item</i>	<i>Quantity</i>	<i>Comments / Meeting Notes</i>
✓	Application Notebook	1	
✓	Table of Contents	1	
✓	Vicinity Map	1	
✓	Cost Agreement (Exhibit G)	1	
✓	Development Application (Exhibit H)	1	
✓	Fiscal Impact Analysis (Exhibit K)	1	
✓	Water Rights Questionnaire (Exhibit L)	1	
✓	Environmental Assessment	1	
✓	Legal Description / Lot Closures	1	
✓	Mineral Estate Owners List	1	
✓	Owners of Interest List	1	
✓	Surrounding Property Owners List	1	
✓	Tax Certificate	1	
✓	Title Commitment	1	
	Traffic Impact Study or Compliance letter	1	
	Water Service Calculations	1	
	Water Dedication Documentation	1	
	Soils Report	1	
	Drainage Report or Compliance letter	1	
	Hydraulic Analysis	1	
	Mine Subsidence Report	1	
✓	Word version of text sheets	1	
✓	CD containing electronic copy of entire submittal	1	

Other Documents

	Annexation Map(s)		
	Development Plan Sheet Set(s) (full size)	1	
	Plat(s)	1	
	Utility Plans or include in Development Plan	1	

1. Notebook submittal includes a hard copy of all documents and sheet sets with one notebook labeled "Original" containing all original documents. A CD of all documents shall also be included.
2. All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
3. If processing 2 or more types of applications concurrently, duplication of submittal items is not necessary.